



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
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1. Application Date November 6, 1972	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. 32		Date Received NOV 30 1972	Application No. 406
3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Agriculture Animal Industry - Animal Disease Eradication Section (Biologic) 19 Hunter Street, S.W. Atlanta, Georgia 30334		4. Person to Contact Dr. James Andrews	Date Completed DEC 4 1972
		5. Working Title State Veterinarian	6. Tel. No. 656-3667

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD; -- RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series
1966 to Date

9. Exact Series Title

Biological Dealer's Permit Files

10. What is the function of the office in which this record series is created?

This Section administers the Biological Permit Act (Ga. Laws 1965, P. 177). It receives applications for licensing to sell biologicals in Georgia; issues the original license if applicant is qualified; conducts inspections of Biologicals storage Facilities of licensees; and recommends to the Commissioner of Agriculture the revocation of license for cause.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to the issue of permits to sell and/or distribute biological products and poultry remedies in Georgia. Permits are valid until revoked, cancelled or suspended.

Includes two un-numbered forms: Application for Biological Permit
Biological Permit (copy).

These forms identify the individual or company seeking or issued a permit, Veterinary license number (if applicable), companies distributing applicant's products in Georgia, and designation of agent for acceptance of legal processes.

The file is arranged alphabetically by dealer.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	1	1.5		1/4	
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
				1	
				This Year's	Last Year's
					Preceding Year's
					All Prior Years
			AVERAGE DAILY REFERENCES	1	1

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain.

YES NO

13. Is this the Record Copy of the series? ☒ [X] ☐ []
14. Is there a duplication of this series in another office or agency? ☐ [] ☒ [X]
15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. ☐ [] ☒ [X]
16. Does the series contain classified information requiring security handling? ☐ [] ☒ [X]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [] ☒ [X]
18. Could the function be performed if the files were lost or destroyed? ☒ [X] ☐ []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ [X]
20. Does the record series provide data as input to an EDP file? ☐ [] ☒ [X]
21. Does the record series contain documentation produced as EDP printout? ☐ [] ☒ [X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ [] ☒ [X]
- Files are maintained as long as dealer is in business.
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☒ [X] ☐ []

24. REQUIREMENTS. The following requires the files to be kept Indefinite years:

- a. ☐ [] STATE LAW b. ☐ [] STATUTE OF LIMITATION c. ☐ [] AUDIT PERIOD d. ☐ [] FEDERAL LAW e. ☐ [] ADMINISTRATIVE DECISION f. ☐ [] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)


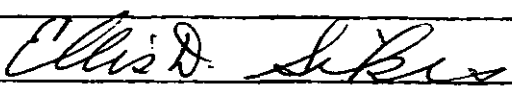
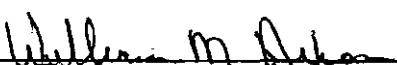
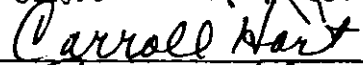

Biological Permits are permanent and are kept as long as Dealers are in business.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ [] CALENDAR YEAR ☐ [] FISCAL YEAR ☒ [X] OTHER See Below, then:

- ☐ [] Hold in the current files area month(s)/ year(s):
- ☐ [] Transfer to ☐ [] State Records Center ☐ [] Local Holding Area; hold year(s):
- ☐ [] Destroy.
- ☐ [] Transfer to State Archives for permanent retention.
- ☐ [] Destroy immediately after cut-off.
- ☐ [] Other: (Specify)

When dealer is no longer in business and/or when Permit is withdrawn from dealer, withdraw folder from active files and place folder in the inactive files. Cut off the inactive files at the end of each Calendar year; hold in current files area for 1 year; then, destroy.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) 		Date 11-6-72	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee	<input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved		11-6-72
	State Auditor/Designee	<input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved		12-1-72
	Secretary of State/Designee	<input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved		11-30-72
	Attorney General/Designee	<input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved		12-1-72

STATE RECORDS
COMMITTEE